

Durham County Library
Board of Trustees
June 19, 2000

Attendance: Bessie Carrington, Chair; Lauren Alexander, Ann Craver, Tome French, Carl Hodges, Bill Ingram, Robert Otterbourg, Nancy Wardropper, Board members; Floyd Hardy, Friends Representative; Dale Gaddis, Pam Jaskot, John McConagha, staff.
Absent: Catherine Petroski

The meeting was called to order.

The minutes for February 28, 2000 were approved. The minutes for April 17, 2000 were approved as presented.

Communications

A new roster was distributed including the Board's newest member Lauren Alexander. Ms. Alexander was introduced to the Board; she is replacing Robert Chapman.

Ms. Gaddis distributed pictures of the library's float from the International Parade and Legislative Day in Raleigh.

Ms. Gaddis shared letters concerning the library closing for staff day, security concerns at the Main library expressed by D-OGS (Durham Orange Genealogical Society), extended Sunday hours, and from a participant in the Hispanic focus group.

Ms. Gaddis has received communications from the State Library that the Gates money will be available in the fall. Staff will attend a workshop in August to receive instructions and more details about the grant application process.

Financial Report

The financial report depicts a positive financial statement, but the personnel line is not a true reflection of what needs to be expended. The County has not posted to our account the adjustments they have made for our salary and market adjustments, or the cafeteria benefit increase. Ms. Gaddis estimates we will overspend our personnel budget for this fiscal year.

Committee Reports

Planning and Budget Committee

Mr. Ingram reported that the committee met in May to review the following policies; Disruptive Behavior, Registration, Overdue and Fine, Fax, Interlibrary Loan, Reference by Mail and Internet Use.

The Board reviewed each policy.

Disruptive Behavior Policy – Ms. Gaddis pointed out the changes to the previous policy: added number 1 – committing criminal offense; changed the wording for unacceptable behaviors; added applicability and legal reference statements. The County Attorney has reviewed the policy.

Mr. Ingram moved for approval. The motion was seconded and approved.

Internet Use Policy – Ms. Gaddis said staff is not recommending any changes at this time. Mrs. Craver asked how the policy was working now that a card was not required. Ms. Gaddis stated it has worked well. Mrs. Carrington stated that the 30-minute time limit seems acceptable, but more access points are needed. Library staff is working on developing children's workstations with access to selected Internet sites to assist children in completing homework assignments. Parent's signature would not be required for children to use the workstations.

Mr. Ingram moved to approve the Internet Use Policy as presented. The motion was seconded and approved.

Registration Policy – Ms. Gaddis stated that the major change is to put the policy into the correct format. Mr. Otterbourg asked why the loan limit is so high. Ms. Gaddis explained that many individuals with small children, homeschoolers and teachers need that many books each visit. Mrs. Wardropper asked why the OASIS limit is 99. Ms. Gaddis explained that it was a procedural issue related to how OASIS items are checked out.

Mrs. Craver moved for approval. The motion was seconded and approved.

Overdue Policy – There were no recommended changes in the policy. Mrs. Craver suggested we review the way the information is presented to the public.

Mr. Ingram moved to approve the Overdue Policy. The motion was seconded and approved.

InterLibrary Loan Policy – The recommended changes include a borrowing policy and lending policy. Fines of \$1.00/day have been added for overdue ILL loan materials.

Mr. Ingram moved to approve the policy. The motion was seconded and approved.

Reference Service by Mail – The policy gives the Head of Reference broad authority to decide if requests are reasonable. The question arose whether this policy included responses received by both e-mail and telephone. Mrs. Craver asked if this includes fax materials. It was suggested that one policy be made to include all charges.

Mrs. Craver made a motion to approve the policy with a recommendation that the Reference Service by Mail, InterLibrary Loan and Fax policies be combined in the future and a chart designed to include all charges.

The motion was seconded and approved.

Fax Policy – This is a new policy statement and includes the provision to fax free to card holders. The committee recommended that the Chamber of Commerce be deleted from number 4.

Mr. Ingram moved to approve the policy. The motion was seconded and approved.

The policy schedule was reviewed. Mr. Ingram made a motion to adopt the schedule. The motion was seconded and approved.

Development Committee

Mrs. Craver reviewed highlights of what the committee has done. The Foundation now exists as a nonprofit organization and is named “Durham Library Foundation”. A tax ID number has been received and the bylaws now need to be developed.

The committee has met with individuals to get solid commitments for agreement to serve on the Foundation Board. Further recruitment will be done after the bylaws have been completed.

The Foundation Board members will be selected by the Board of Trustees initially, but would self-perpetuate in the years to come. Mrs. Craver reported that a draft of the bylaws would be completed by August, and by January 2001 the Board will be in place.

Mr. Ingram said he sees some overlap in what the Friends are doing and hopes the Library Board continues to work with the Friends. Mrs. Wardropper stated that the Memorandum of Understanding would address this.

Old Business

Proposed Bylaws Changes

Mrs. Carrington introduced the proposed bylaw changes as recommended by the Ad Hoc Committee on Board Governance. Mr. Ingram questioned Article V, asking whether the Board is responsible for adopting and formulating programs as the library. What does this mean and how does the Director feel about it? Ms. Gaddis said she thought it should be the staff’s responsibility to “formulate” programs for Board review and adoption. Mr. Ingram stated that it was his understanding that as a Board member he was to serve as an advisor and that the final decision was the Director’s. Discussion followed about whether the proposed changes made the Board a policy rather than an advisory board. Mrs. Carrington stated that according to Chuck Kitchen, financial authority is what determines whether a board is a policy or governing board and that this board does not have financial authority nor can it own property. Ms. Gaddis noted that there is language in the proposed bylaws that could require a change in the County’s Personnel Ordinance; in particular, the provision that the Board advises the commissioners concerning the appointment of the Director of Libraries. The ordinance states that the County Manager has the authority to appoint the Director, not the Commissioners. Mrs. Craver stated that the proposed changes would present an opportunity for dialog with the county Commissioners and that great value could be gained in that dialog.

A motion was made and seconded to accept the changes to the bylaws. It was approved with six in favor and one opposed. Mrs. Carrington and the Director will take steps to get these changes on the Commissioner's agenda for discussion and approval.

New Business

A motion was made to approve the resolution for Audrey Evans, who retired in May. It was seconded and approved.

Board and Director Evaluation

Mrs. Carrington distributed the evaluation forms for both the Director and Board, and stated they should be returned to Ann Craver by July 15th. Ms. Alexander, the newest Board member, will review but not complete.

Library and Board Plan for 2001

Ms. Gaddis reviewed the Library integrated work plan for the new fiscal year and noted that the manager's recommended budget does not provide the funds to move forward as proposed. The current proposed budget cuts into the base budget. The growth in the budget is only for current personnel and reflects the market and pay plan adjustments made this year. Mr. Ingram stated that it is the Board's responsibility to communicate to the County Commissioners that the percentage increase is based on mandated personnel costs from this year. Commissioners need to be made aware that the Library Director will not be able to carry out certain priorities with this budget.

Mrs. Craver made a motion that the Board communicate to the County Commissioners their concerns. The motion was seconded and approved. Mrs. Carrington asked Mr. Ingram to draft a letter to the Commissioners stating the Board's disappointment and clarifying the lack of support.

Friends of the Library

Mr. Hardy stated that Friends are hard at work preparing for the upcoming book sale. He encouraged all Board members to attend.

Director's Report

Ms. Gaddis reported that the Raise a Reader program was not approved for funding by Smart Start. The library has received a request to resubmit a proposal that is more directed toward childcare quality and literacy in childcare centers. Currently library staff is drafting a proposal, larger than our current program, which will begin in September if approved by the Partnership for Children Board.

Legislative Day – The House of Representatives approved an additional \$500,000 in nonrecurring state aid instead of the requested \$10 million recurring funds. The Public Library Directors are now working with the Senate trying to get an increase and make it recurring. No cuts were made to the State Library's budget.

Sunday hours: The Main Library will resume Sunday hours on August 6th. There will be no Sunday hours at the branches.

Capital Improvement Update: Ms. Gaddis stated that currently the Bragtown replacement Branch is on hold. The Commissioners are reviewing other capital needs.

The Board went into closed session at 5:55 pm to discuss and approve the minutes of the closed session of October 18th and December 13th.

The Board returned to open session at 6:00 pm. Mr. French submitted his letter of resignation to the Chair; he will be taking another position in Syracuse, NY effective immediately. Mrs. Carrington thanked Mr. French for his contributions to the Board and extended best wishes to him.

Meeting adjourned at 6:10 pm.

Respectfully submitted

Dale Gaddis